

**Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs  
Internship Position Description Form**

Date: February 21, 2018
Program Name: EEA Labor Relations Unit
Location/Address: 100 Cambridge Street, Boston, MA 02114

**EEA INTERNSHIP POSITIONS ARE UNPAID**

Brief Description of Intern Position:

Assist the Labor Relations unit with data entry and filing of closed grievances, administrative cases, and state court cases utilizing SharePoint and Excel spreadsheet applications for the Commonwealth's Executive Office of Energy and Environmental Affairs (EOEEA) and its six agencies (DEP, DCR, DPU, ENE, DFG, AGR).

Description of Internship Duties:

Enter information from closed grievance cases utilizing Excel spreadsheets within a SharePoint website environment.

Aid in setting up a numerical paper filing system including labeling file cabinets and folders, as needed, and then filing cases accordingly.

Knowledge and Skills required:

- Working knowledge of Excel spreadsheets and data entry
- Ability and willingness to maintain confidentiality
- Familiarity with paper filing systems helpful

Hours per week:

Flexible with student's schedule

Part-time (15 to 20 hours per week); up to fulltime (37.5 hours per week)

Other relevant information:

Opportunity to learn about and work with SharePoint, a website that allows for central data input, storage, and collaboration. A SharePoint site is a tool for collaboration, as it helps groups of people (work teams) share information and work together on a single document.

Also, develop familiarity with the various agencies and public sector unions within EOEEA and their applicable grievance process.